

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD MEETING**

**August 22, 2013**

**PRESENT:** Keith Pamperin, Barbara Robinson, Lisa Van Donsel, Melanie Maczka, Bill Clancy, Joan Swigert, Beth Relich, Marvin Rucker, Tom Diedrick

**EXCUSED:** Pat Hickey, Steve Daniels, Donajane Brasch, Larry Epstein

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Debra Bowers, Arlene Westphal, Laurie Ropson, Barb Michaels, Denise Misovec

**The meeting was called to order by Chairperson Diedrick at 8:38 a.m.**

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** None

**ADOPTION OF AGENDA:** Mr. Clancy/Ms. Swigert moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 11, 2013:** Ms. Van Donsel noted that on page 6 under "Announcements" her name was spelled incorrectly. Ms. Relich/Mr. Pamperin moved to approve the minutes of the regular meeting of July 11, 2013 with the above noted correction. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT:** Ms. Bowers reviewed the July 2013 Financial Highlights (enclosure) indicating that salary and meal expenses were under budget for the year.

Ms. Mazcka/Ms. Van Donsel moved to approve and place on file the July 2013 Financial Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board members reviewed the Restricted Donation Report. The total additions for the month of July were \$50 for Homebound Meals.

Ms. Robinson requested a definition of a "Restricted Donation". Mr. Diedrick explained that a Restricted Donation is one that is designated to be spent on a specific program or in a specific category; and, we honor their request by using those dollars as they requested.

Mr. Pamperin/Ms. Relich moved to approve the \$50 Restricted Donation received in July, 2013. **MOTION CARRIED.**

**REVIEW AND APPROVAL OF AUDIT:** Ms. Bowers explained that the audit is received in two parts. The first part is the Management Communications which identifies the expectations of management and the prioritization of what the auditors look for during the audit. The audit findings were reviewed:

- *Consideration of Internal Control:* Schenck did not identify any deficiencies in internal control issues.
- *Qualitative Aspects of Accounting Practices:* The ADRC is following generally accepted accounting principles.
- *Accounting Estimates:* The depreciation schedule is an annual entry and they are looking at appropriate allocations across programs.
- *Management's Estimate of Functional Allocation:* Management costs.
- *Difficulties Encountered:* There were no difficulties identified.
- *Corrected and Uncorrected Misstatements:* There were none.
- *Disagreements with Management:* They reported no such disagreements.
- *Other Audit Findings or Issues:* Schenk is consulted as needed.
- *Supplementary Information:* Identifies the auditor's responsibility in determining management's compliance to following generally accepted accounting principles.

The second part of the Audit includes the Financial Statements. Ms. Bowers reviewed:

- *Statement of Financial Position:* Demonstrates our positive financial position at the end of the year which is over \$2,800,000.
- *Statement of Functional Expenses:* Identifies the programmatic and management expenses within our overall budget. Findings indicate a favorable management expense of 15%.
- *The Independent Auditors' Report for Financial Statements:* Overall, the final audit report was positive and without findings.

Ms. Christianson thanked Ms. Bowers for her dedication and service.

Mr. Rucker/Mr. Pamperin moved to approve the 2012 Audit. **MOTION CARRIED.**

#### **DIRECTOR'S REPORT:**

- A. COLLABORATION WITH UWGB ON SELF-DIRECTED SUPPORTS:** Ms. Christianson described to the board her involvement in two projects around self-directed supports. Self-directed supports is a philosophy and strategy for delivering services where the consumer is at the center of control. The first project is a National Project to develop standards, curriculum, and certification for Options Counseling Professionals.

Wisconsin is one of eight states in the nation to receive that award and we are privileged to participate in this process.

The second project is a collaboration with the Social Work Program at UWGB. This project involves developing curriculum infused with self-direction support for social work students. Ms. Christianson will be traveling to Boston College in September to work with faculty at Boston College and UWGB. Grant funds will be used to pay travel and a stipend that will be reimbursed to the ADRC for Ms. Christianson's time. Both projects will support the development and training skilled Options Counselors in the area of self-directed supports. Ms. Christianson awaits the return of the MOU of Boston College in the next week and will need the ADRC Board approval prior to the projects start. Board members should anticipate an e-mail with the final document within the next few weeks. Ms. Christianson will be looking for electronic approval prior to the end of September.

- B. BUILDING/REMODELS UPDATES:** Ms. Christianson shared the preliminary architectural drawings included in the board packet. The drawings reflect several different options for increasing office space, utilizing the space at 331 S Adams building and modernizing the congregate meal site. The management team will be meeting with the architect to review function and cost for the renovations. Finalized plans and additional details will be shared with the board as soon as they are available.

Mr. Diedrick mentioned, during a recent county executive meeting regarding our ADRC Budget, an offer was made to utilize space at the Northern Building to reduce cost.

- C. REVIEW OF THE ADRC CONTRACT INFORMATION: REVIEW CHANGES/PROPOSED NEW LANGUAGE:** Ms. Christianson reviewed the proposed information and language changes to the ADRC Contract for 2014 (enclosed). She stated there were no major changes and highlighted the website link at the bottom of the handout so board members can access the full contract as reference.

Mr. Rucker inquired about the "income maintenance consortia" language change. Ms. Christianson sited that Brown County is no longer the "Brown County Income Maintenance Department", it has been restructured into "The Income Maintenance Consortia of Brown, Shawano, Kewaunee, Door, and Oconto" referring to a regional income maintenance unit.

- D. BUDGET MEETING WITH COUNTY EXECUTIVE:** Ms. Christianson reported that the budget meeting with the County Executive was positive. She reviewed handouts #8D, included in the board packet, as she had with the County Executive and his team. The first handout was the *2013-2017 Initiatives: 3-5 Year Long View*. This plan guides the ADRC in five major areas:

- To reach people sooner
- To focus on Quality and Technology
- Leadership Development of Coordinators and Staff
- Help to Sustain the Long Term Care System
- To Focus on Wellness and Health Promotion

Ms. Christianson also shared the Brown County Demographics and Sequestration Impact Report with Executive Streckenbach. She noted that we also shared this report with Tammy Baldwin who held a Listening Session at the ADRC with staff, volunteers, and some consumers. It was very well received and it was nice to be able to show both Tammy Baldwin and the County Executive what Brown County looks like now and how sequestration will impact us through 2021. Ms. Christianson highlighted the importance of volunteers, the data we collect, and how they make our programs work.

Ms. Christianson took a moment to acknowledge Ms. Giesen, Ms. Bowers, and Ms. Ropson, as the Management Team, for all of their hard work and dedication preparing this budget.

Mr. Diedrick stated that this was a very positive and productive session with Executive Streckenbach and he felt that our budget was on the right track. Mr. Diedrick emphasized that County Executive Streckenbach identified the ADRC Board of Directors was an independent decision making body. While the board has the ability to make independent decisions the impact of those decisions interface with the county budget, committees, and board.

Ms. Christianson noted that Executive Streckenbach requested the ADRC draft an MOU that clarifies our roles and responsibilities with Brown County Government. Ms. Christianson noted that the ADRC Board will review and approve prior to its submission.

Mr. Diedrick discussed salary costs and potential wage increases. It was unclear whether the County Executive will introduce the possibility of salary increases in 2014. Executive Streckenbach intends to evaluate the ability for this to happen and will notify department heads.

Mr. Pamperin commented that we have to balance the value/cost of IT, Corporation Council, HR, and Administration against the desire for the ADRC to be a totally independent entity. Board members agreed with the importance to reserve that relationship as we benefit from their expertise and support.

Multiple board members commented on the importance of supporting and advocating for staff to receive raises whenever possible. The increased cost of health insurance

and cost of living without raises are disincentives for staff to stay. The board acknowledged the special dedicated employees who stay with the agency because of their passion for serving them.

Mr. Clancy noted that over the last couple of years we have been balancing the budget on the backs of the county workers.

Ms. Van Donsel felt it is important to let staff know that management and the ADRC Board are behind them and will continue to work to make raises a priority.

Mr. Diedrick announced that Sup. Clancy and Donajane Brash have served their 2 3-year terms and will be leaving our board in 2013. Executive Streckenbach has requested recommendations for new ADRC Board Members. Executive Streckenbach appoints all new ADRC Board Members through the County Board Process. Mr. Diedrick stated we will be taking a proactive approach by submitting recommendations of individuals that would be positive additions to our board.

Ms. Van Donsel noted that we must also avoid replacing Mr. Clancy with a County Board Supervisor who would be coming up for re-election shortly.

Ms. Swigert/Ms. Van Donsel moved to accept the director's report and place on file.

**MOTION CARRIED**

Mr. Pamperin/Mr. Rucker moved to modify the agenda moving agenda item #9 after agenda #10 to accommodate the schedule of a board member. **MOTION CARRIED.**

**THE BOARD WENT INTO CLOSED SESSION AT 9:50 A.M.**

**NOMINATIONS AND PERSONNEL COMMITTEE REPORT: (1) of Wisconsin Statutes-a closed session will be held: 1985.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility**

- A. Approval of Class and Compensation Requests
- B. Director Letter
- C. Title Changes

**THE BOARD RETURNED TO OPEN MEETING AT 10:20 A.M.**

**STAFF REPORT: BARB MICHAELS, FALLS PREVENTION COORDINATOR:** Ms. Michaels reviewed the report (enclosed) on ADRC Falls & Prevention Programs, outlining the current evidence based prevention programs being offered:

- Living Well with Chronic Conditions
- Stepping On

- Powerful Tools for Caregivers
- Arthritis Exercise
- Healthy Living with Diabetes

She also presented other non-evidence based programs the ADRC is offering to supplement our evidence-based programs. In order to meet the needs of the individuals unable to commit to the seven week classes. These short term events include offerings such as Tai Chi, educational presentations by community experts, Reflexology, in-home fall risk screens, *Keep Stepping Program* at NWTC, Re-union classes, Fall/Fire Safety Education in partnership with the Green Bay Fire Department, and research with the UW Madison School of Pharmacy. Ms. Michaels also highlighted the Strengths, Weaknesses, Threats and Opportunities of the programs noting that we are reaching close to 700 participants today. Ms. Michael's also solicited feedback from those present about any programs currently being offered. Mr. Pamperin noted that both he and his wife participated in the *Stepping On Program* and were not only impressed with everything they were able to take from the class, but they also met some great people.

Mr. Diedrick added that, at the meeting he attended with Senator Baldwin, three people commented on the *Stepping On Program* and how it has enriched their lives and increased their independence.

Ms. Michaels drew board members attention to the ADRC Wellness Studio Grand Opening Flyer included in the packet. The grand opening will take place on October 22<sup>nd</sup> and 23<sup>rd</sup> and will offer a variety of events for everyone.

Ms. Van Donsel cautioned the ADRC calling Tai Chi, Reiki, and Reflexology alternative medicine when they are considered complimentary to western medicine.

Ms. Robinson noted that brain health is closely connected to physical health and many of our prevention programs could be very supportive of individuals concerned about memory loss. She would like to see the ADRC offer memory screens in conjunction with educational programs on brain fitness and/or Dementia. Many individuals are concerned about their own memory and are attracted to this type of program.

**FAMILY CARE UPDATE:** Mr. Diedrick reported that the Legislative Fiscal Bureau and the Department of Health Services is working on Family Care and will submit their report to the Joint Finance Committee in December.

**LEGISLATIVE UPDATE:** Mr. Diedrick distributed a handout about the Reauthorization of the Rehabilitation Act and explained how moving the Independent Living Program from the Department of Education to the Department of Health and Human Services at the Federal level will improve their coordination with other agencies with similar programs. He also provided a sample letter and encouraged board members to write letters to their legislators in support of this.

He asked that board members send out letters to thank Senator Baldwin and to Senator Johnson encouraging their support of Senate Bill 1356.

**ANNOUNCEMENT:** Ms. Christianson announced that the American Red Cross was the recipient of a 2013 STAR Award for Excellence. They were chosen from a pool of 123 volunteer transportation programs and were recipients of \$5,000 acknowledging the great work they do with their volunteer program.

Mr. Diedrick distributed Options for Independent Living's Agency Folder and briefly reviewed some of the inserts and drew folks attention to the 3-Year Progress Report included. He also invited anyone who was able to stay for a tour of the Options for Independent Living facility.

**NEXT MEETING** – September 26, 2013.

**ADJOURN:** Ms. Relich/Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Arlene Westphal, Secretary



# ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 900 - ADRC</b>							
Department <b>093 - ADRC</b>							
REVENUE							
4100	General Property Taxes	852,827.00	.00	852,827.00	.00	100	890,150.00
<b>4301 Federal Grant</b>							
4301.OPC	Federal Grant Options Counseling	.00	.00	.00	.00	+++	10,000.00
4301.IIIB	Federal Grant Title IIIB	169,377.00	14,115.00	105,861.00	63,516.00	63	118,600.00
4301.IIID	Federal Grant Title III-D	12,032.00	378.00	7,520.00	4,512.00	62	8,519.00
4301.IIIE	Federal Grant Title III-E	84,151.00	7,012.00	52,594.00	31,557.00	62	57,687.00
4301.NSIP	Federal Grant Nutrition Service Incentive Prog	79,079.00	.00	80,163.00	(1,084.00)	101	59,345.00
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00	.00	5,800.00	(2,000.00)	153	3,800.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	65,001.00	5,009.00	41,562.00	23,439.00	64	40,293.00
4301.IIIC1	Federal Grant Title III-C-1	376,396.00	31,366.00	235,247.00	141,149.00	62	168,155.00
4301.IIIC2	Federal Grant Title III-C-2	129,731.00	10,811.00	81,082.00	48,649.00	63	119,785.00
4301.MIPPA	Federal Grant Medicare Improvement for Patient	.00	.00	.00	.00	+++	12,299.00
4301.ADRGMA	Federal Grant ADRC - MA	797,477.00	68,596.00	565,612.00	231,865.00	71	475,623.00
<b>4301 - Federal Grant Totals</b>		<b>\$1,717,044.00</b>	<b>\$137,287.00</b>	<b>\$1,175,441.00</b>	<b>\$541,603.00</b>	<b>68%</b>	<b>\$1,074,106.00</b>
<b>4302 State Grant</b>							
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00	2,787.00	20,899.00	12,539.00	63	33,438.00
4302.MED	State Grant Medicare Part D	13,112.00	.00	13,112.00	.00	100	13,112.00
4302.SCS	State Grant Senior Community Services	12,709.00	1,059.00	7,943.00	4,766.00	62	9,108.00
4302.ADRG	State Grant ADRC Grant	1,377,498.00	109,608.00	910,070.00	467,428.00	66	984,560.00
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	+++	12,439.00
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00	7,049.00	52,869.00	31,721.00	63	60,623.00
4302.TRANS	State Grant Transportation s.85.21	476,570.00	509,466.00	509,466.00	(32,896.00)	107	476,570.00
4302.COPHDM	State Grant Home Delivered Meals	63,468.00	5,494.23	39,413.79	24,054.21	62	38,964.63
<b>4302 - State Grant Totals</b>		<b>\$2,061,385.00</b>	<b>\$635,463.23</b>	<b>\$1,553,772.79</b>	<b>\$507,612.21</b>	<b>75%</b>	<b>\$1,628,814.63</b>
<b>4600 Charges and Fees</b>							
4600.100	Charges and Fees Caregiver Classes	.00	.00	10.00	(10.00)	+++	.00
4600.200	Charges and Fees Senior Classes	18,000.00	.00	1,012.00	16,988.00	6	4,945.35
4600.210	Charges and Fees Day Trips	.00	1,787.50	14,187.50	(14,187.50)	+++	9,073.00
4600.230	Charges and Fees Exercise Room	.00	12.00	159.00	(159.00)	+++	143.00
4600.250	Charges and Fees Newsletter	2,800.00	300.00	2,075.00	725.00	74	2,255.00
4600.500	Charges and Fees Prevention	.00	95.00	1,962.75	(1,962.75)	+++	2,535.99
4600.600	Charges and Fees Driver Escort	3,000.00	157.00	1,106.00	1,894.00	37	738.00





# ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
4600.610	Charges and Fees In-home Worker	.00	36.00	491.00	(491.00)	+++	480.00
4600.700	Charges and Fees Community Service	5,000.00	990.00	5,805.00	(805.00)	116	10,827.50
<b>4600 - Charges and Fees Totals</b>		<b>\$28,800.00</b>	<b>\$3,377.50</b>	<b>\$26,808.25</b>	<b>\$1,991.75</b>	<b>93%</b>	<b>\$30,997.84</b>
<b>4601</b>	<b>Sales</b>						
4601	Sales	.00	150.00	460.00	(460.00)	+++	300.00
4601.300	Sales Vending	.00	87.70	507.59	(507.59)	+++	642.86
4601.500	Sales Serogy's	.00	58.55	373.40	(373.40)	+++	131.00
4601.800	Sales Raffie	.00	.00	57.00	(57.00)	+++	12.00
<b>4601 - Sales Totals</b>		<b>\$0.00</b>	<b>\$296.25</b>	<b>\$1,397.99</b>	<b>(\$1,397.99)</b>	<b>+++</b>	<b>\$1,085.86</b>
<b>4900</b>	<b>Miscellaneous</b>						
4900	Miscellaneous	4,500.00	12.73	393.60	4,106.40	9	37.87
4900.100	Miscellaneous Soda/Recycled Paper	4,500.00	172.60	991.30	3,508.70	22	582.75
4900.200	Miscellaneous Copy Machine	.00	.00	32.06	(32.06)	+++	.00
4900.300	Miscellaneous Parking Revenue	.00	22.50	120.00	(120.00)	+++	105.00
<b>4900 - Miscellaneous Totals</b>		<b>\$9,000.00</b>	<b>\$207.83</b>	<b>\$1,536.96</b>	<b>\$7,463.04</b>	<b>17%</b>	<b>\$725.62</b>
<b>4901</b>	<b>Donations</b>						
4901.100	Donations General	.00	170.15	5,167.68	(5,167.68)	+++	1,075.00
4901.110	Donations Memorial/Restricted	40,000.00	50.00	1,675.00	38,325.00	4	5,595.00
4901.200	Donations Coffee	.00	56.59	354.41	(354.41)	+++	597.72
4901.300	Donations Housing Units	11,660.00	.00	4,630.03	7,029.97	40	4,008.90
4901.310	Donations Participants-Congregate Meals	102,913.00	4,419.50	34,046.17	68,866.83	33	19,872.26
4901.330	Donations Building	2,000.00	132.00	1,655.01	344.99	83	1,862.30
4901.410	Donations Medical Equipment	.00	60.00	365.00	(365.00)	+++	1,632.88
4901.520	Donations Home Delivered Meals	175,231.00	15,446.70	113,084.07	62,146.93	65	136,638.61
<b>4901 - Donations Totals</b>		<b>\$331,804.00</b>	<b>\$20,334.94</b>	<b>\$160,977.37</b>	<b>\$170,826.63</b>	<b>49%</b>	<b>\$171,282.67</b>
<b>4903</b>	<b>In-kind Services</b>						
4903.IIIB	In-kind Services In-kind Services III-B	.00	.00	42,783.08	(42,783.08)	+++	30,467.75
4903.IIIC1	In-kind Services III-C-1 Cong	.00	.00	31,841.88	(31,841.88)	+++	39,577.03
4903.IIIC2	In-kind Services III-C-2	.00	.00	64,813.12	(64,813.12)	+++	55,568.58
4903.IIIEC	In-kind Services III-E-Chore	.00	.00	7,467.77	(7,467.77)	+++	8,342.16
4903.IIIEH	In-kind Services III-E Homemaker	.00	.00	18,221.34	(18,221.34)	+++	20,354.84
4903.IIIEP	In-kind Services III-E Personal Care	.00	.00	4,181.95	(4,181.95)	+++	4,671.60
<b>4903 - In-kind Services Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$169,309.14</b>	<b>(\$169,309.14)</b>	<b>+++</b>	<b>\$158,981.96</b>
4905	Interest	2,800.00	64.21	435.90	2,364.10	16	1,084.13
<b>REVENUE TOTALS</b>		<b>\$5,003,660.00</b>	<b>\$797,030.96</b>	<b>\$3,942,506.40</b>	<b>\$1,061,153.60</b>	<b>79%</b>	<b>\$3,957,228.71</b>



# ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/13

Include Rollup Account and Rollup to Account

Brown County  
Aging & Disability Resource Center

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>EXPENSE</b>							
5100	Regular Earnings	2,054,471.00	130,754.99	986,675.55	1,067,795.45	48	942,613.40
<b>5102</b>	<b>Paid Leave Earnings</b>						
5102	Paid Leave Earnings	.00	23,839.11	110,788.68	(110,788.68)	+++	123,947.04
5102.100	Paid Leave Earnings Reimbursement	.00	.00	(26.20)	26.20	+++	(3,484.51)
	<b>5102 - Paid Leave Earnings Totals</b>	\$0.00	\$23,839.11	\$110,762.48	(\$110,762.48)	+++	\$120,462.53
5103	Premium	.00	.00	.00	.00	+++	672.01
<b>5110</b>	<b>Fringe Benefits</b>						
5110	Fringe Benefits	6,129.00	.00	.00	6,129.00	0	.00
5110.100	Fringe Benefits FICA	151,281.00	10,821.16	77,172.33	74,108.67	51	74,635.97
5110.110	Fringe Benefits Unemployment Compensation	15,805.00	349.80	10,656.91	5,148.09	67	10,858.08
5110.200	Fringe Benefits Health Insurance	505,621.00	36,455.70	242,761.17	262,859.83	48	244,928.52
5110.210	Fringe Benefits Dental Insurance	41,789.00	2,950.72	20,187.56	21,601.44	48	19,718.61
5110.220	Fringe Benefits Life Insurance	1,953.00	54.52	350.00	1,603.00	18	401.86
5110.230	Fringe Benefits LT disability Insurance	6,990.00	573.83	4,004.60	2,985.40	57	3,804.04
5110.235	Fringe Benefits ST disability	2,390.00	.00	.00	2,390.00	0	.00
5110.240	Fringe Benefits Workers	4,372.00	.00	.00	4,372.00	0	.00
5110.300	Fringe Benefits Retirement	160,285.00	11,450.78	82,197.97	78,087.03	51	75,670.74
	<b>5110 - Fringe Benefits Totals</b>	\$896,615.00	\$62,656.51	\$437,330.54	\$459,284.46	49%	\$430,017.82
<b>5300</b>	<b>Supplies</b>						
5300	Supplies	.00	47.00	578.95	(578.95)	+++	5,729.67
5300.001	Supplies Office	16,000.00	768.64	4,703.55	11,296.45	29	6,891.93
5300.002	Supplies Kitchen	25,500.00	2,080.16	15,804.79	9,695.21	62	12,500.28
5300.004	Supplies Postage	19,380.00	3,123.81	7,361.42	12,018.58	38	9,249.21
5300.100	Supplies Caregiver	3,500.00	.00	.00	3,500.00	0	.00
5300.200	Supplies Program Operations	15,000.00	563.32	4,183.16	10,816.84	28	4,799.22
5300.400	Supplies Equipment	.00	.00	791.01	(791.01)	+++	24.98
5300.410	Supplies Medical Equipment	3,200.00	995.33	2,137.92	1,062.08	+++	.00
5300.500	Supplies Seroogys	.00	252.00	252.00	(252.00)	+++	.00
5300.510	Supplies Prevention	2,800.00	.00	1,861.25	938.75	66	.00
5300.600	Supplies Obligated	.00	.00	.00	.00	+++	1,012.00
	<b>5300 - Supplies Totals</b>	\$82,180.00	\$8,325.53	\$62,527.46	\$19,652.54	76%	\$40,207.29
5304	Printing	4,000.00	2,495.00	2,775.72	1,224.28	69	3,179.97
5305	Dues and Memberships	2,800.00	.00	615.00	2,185.00	22	605.00
<b>5306</b>	<b>Maintenance Agreement</b>						



# ADRC SUMMARY REPORT

Fiscal Year to Date 07/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
5306	Maintenance Agreement	.00	990.00	990.00	(990.00)	+++	4,168.58
5306.100	Maintenance Agreement Software	27,230.00	382.75	17,551.69	9,678.31	64	15,438.10
	<b>5306 - Maintenance Agreement Totals</b>	<b>\$27,230.00</b>	<b>\$1,372.75</b>	<b>\$18,541.69</b>	<b>\$8,688.31</b>	<b>68%</b>	<b>\$19,606.68</b>
<b>5307</b>	<b>Repairs and Maintenance</b>						
5307.300	Repairs and Maintenance Buildings	18,237.00	1,179.79	7,491.93	10,745.07	41	19,163.06
5307.301	Repairs and Maintenance Atrium	1,763.00	426.29	1,266.39	496.61	72	1,011.54
5307.400	Repairs and Maintenance Equipment	11,490.00	675.21	3,057.20	8,432.80	27	.00
5307.900	Repairs and Maintenance Board Approved	.00	.00	215.00	(215.00)	+++	.00
	<b>5307 - Repairs and Maintenance Totals</b>	<b>\$31,490.00</b>	<b>\$2,281.29</b>	<b>\$12,030.52</b>	<b>\$19,459.48</b>	<b>38%</b>	<b>\$20,174.60</b>
5311	Marketing	2,000.00	324.84	2,008.79	(8.79)	100	887.50
5313	Recruitment	2,000.00	.00	10.00	1,990.00	0	702.35
5314	Background Check	750.00	140.00	385.00	365.00	51	126.00
5320	Rental	12,398.00	825.00	7,023.00	5,375.00	57	6,526.00
5330	Books, Periodicals, subscriptions	3,000.00	.00	585.15	2,414.85	20	1,222.14
5331	Newsletter	1,500.00	.00	.00	1,500.00	0	10.00
5340	Travel	8,800.00	611.44	3,590.09	5,209.91	41	4,397.57
<b>5341</b>	<b>Training</b>						
5341	Training	12,200.00	1,240.22	5,186.14	7,013.86	43	2,089.99
5341.100	Training Caregiver	.00	.00	.00	.00	+++	30.00
	<b>5341 - Training Totals</b>	<b>\$12,200.00</b>	<b>\$1,240.22</b>	<b>\$5,186.14</b>	<b>\$7,013.86</b>	<b>43%</b>	<b>\$2,119.99</b>
5342	Conference	.00	.00	800.00	(800.00)	+++	1,115.00
<b>5366</b>	<b>Volunteer Expense</b>						
5366	Volunteer Expense	2,000.00	67.08	369.14	1,630.86	18	940.12
5366.110	Volunteer Expense Mileage	35,034.00	2,745.20	15,434.07	19,599.93	44	17,229.18
	<b>5366 - Volunteer Expense Totals</b>	<b>\$37,034.00</b>	<b>\$2,812.28</b>	<b>\$15,803.21</b>	<b>\$21,230.79</b>	<b>43%</b>	<b>\$18,169.30</b>
5367	Wellness	.00	.00	259.50	(259.50)	+++	305.00
<b>5368</b>	<b>Support Group</b>						
5368.100	Support Group Caregiver	.00	.00	10.00	(10.00)	+++	.00
	<b>5368 - Support Group Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10.00</b>	<b>(\$10.00)</b>	<b>+++</b>	<b>\$0.00</b>
<b>5369</b>	<b>Community Service</b>						
5369.300	Community Service Incentive	1,200.00	.00	1,037.00	163.00	86	1,200.00
	<b>5369 - Community Service Totals</b>	<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$1,037.00</b>	<b>\$163.00</b>	<b>86%</b>	<b>\$1,200.00</b>
<b>5390</b>	<b>Miscellaneous</b>						
5390	Miscellaneous	2,550.00	.00	790.85	1,759.15	31	690.00
5390.100	Miscellaneous Soda	4,500.00	110.40	653.20	3,846.80	15	788.00



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5390.200	Miscellaneous Coffee	.00	629.46	1,931.87	(1,931.87)	+++	1,868.58
5390.300	Miscellaneous Vending	.00	97.06	402.81	(402.81)	+++	315.07
<b>5390 - Miscellaneous Totals</b>							
5392	Service Fees	\$7,050.00	\$836.92	\$3,778.73	\$3,271.27	54%	\$3,661.65
<b>5395</b>	<b>Equipment - nonoutlay</b>	4,500.00	194.39	1,498.82	3,001.18	33	2,578.30
5395	Equipment - nonoutlay	7,500.00	.00	.00	7,500.00	0	7,103.48
5395.410	Equipment - nonoutlay Medical	.00	.00	.00	.00	4	2,284.36
5395.420	Equipment - nonoutlay Technology	7,950.00	.00	11,786.00	(3,836.00)	148	1,377.31
5395.900	Equipment - nonoutlay Board Approved	43,000.00	.00	27,284.81	15,715.19	29	.00
<b>5395 - Equipment - nonoutlay Totals</b>							
		\$26,650.00	\$0.00	\$14,217.40	\$12,432.60	53%	\$10,765.15
<b>5410</b>	<b>Insurance</b>						
5410.105	Insurance Volunteer	2,600.00	.00	2,277.75	322.25	88	2,085.30
5410.110	Insurance 331 S Adams	1,303.00	.00	1,213.00	90.00	93	1,288.00
5410.115	Insurance 403 (B) Liability	.00	.00	166.67	(166.67)	+++	.00
<b>5410 - Insurance Totals</b>							
		\$3,903.00	\$0.00	\$3,657.42	\$245.58	94%	\$3,373.30
5500	Utilities	24,000.00	2,162.88	15,709.34	8,290.66	65	15,053.19
5505	Telephone	2,500.00	229.49	924.96	1,575.04	37	1,696.92
5600	Indirect Cost	89,117.00	.00	89,119.00	(2.00)	100	95,828.00
<b>5601</b>	<b>County Services</b>						
5601.100	County Services Information Services	170,610.00	.00	170,606.00	4.00	100	134,866.00
5601.200	County Services Insurance	8,742.00	.00	13,116.00	(4,374.00)	150	11,534.00
5601.400	County Services Copy Center	2,200.00	.00	.00	2,200.00	0	.00
5601.500	County Services Facilities	15,000.00	.00	17,200.00	(2,200.00)	115	17,150.00
<b>5601 - County Services Totals</b>							
		\$196,552.00	\$0.00	\$200,922.00	(\$4,370.00)	102%	\$163,550.00
<b>5700</b>	<b>Contracted Services</b>						
5700.080	Contracted Services Temp Agencies	.00	480.00	480.00	(480.00)	+++	4,461.60
5700.100	Contracted Services Curative Site Manager	30,489.00	2,541.00	17,787.00	12,702.00	58	17,185.00
5700.110	Contracted Services DePere Site Manager	38,819.00	8,923.23	16,689.48	22,129.52	43	16,771.25
5700.200	Contracted Services Senior Aide	7,500.00	1,650.00	3,150.00	4,350.00	42	4,221.00
5700.210	Contracted Services Day Trips	.00	825.00	7,372.00	(7,372.00)	+++	3,967.50
5700.300	Contracted Services Veterans Programming	7,000.00	462.55	1,911.59	5,088.41	27	1,294.79
5700.400	Contracted Services MIPPA	.00	.00	.00	.00	+++	1,668.83
5700.500	Contracted Services Falls Prevention	.00	.00	.00	.00	+++	1,567.94
5700.600	Contracted Services Older Americans Program	359,883.00	29,990.00	209,930.00	149,953.00	58	212,590.00
<b>5700 - Contracted Services Totals</b>							
		\$443,691.00	\$44,871.78	\$257,320.07	\$186,370.93	58%	\$263,727.91



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<b>5701</b>	<b>Transportation</b>						
5701.001	Transportation Management	.00	24.61	202.86	(202.86)	+++	158.75
5701.100	Transportation Red Cross	307,021.00	25,585.00	179,095.00	127,926.00	58	179,095.00
5701.200	Transportation Curative	184,628.00	15,386.00	107,702.00	76,926.00	58	105,637.00
5701.300	Transportation Dept of Human Services	61,551.00	39,049.00	39,049.00	22,502.00	63	29,454.00
5701.500	Transportation Salvation Army	9,900.00	.00	8,261.88	1,638.12	83	7,758.61
5701.600	Transportation Driver Escort	12,000.00	611.68	4,230.00	7,770.00	35	2,648.43
5701.700	Transportation Oneida	3,600.00	.00	1,800.00	1,800.00	50	2,700.00
<b>5701 - Transportation Totals</b>		<b>\$578,700.00</b>	<b>\$80,656.29</b>	<b>\$340,340.74</b>	<b>\$238,359.26</b>	<b>59%</b>	<b>\$327,451.79</b>
5714	Accounting and Auditing	7,750.00	.00	7,250.00	500.00	94	7,563.50
5725	Food Service	526,517.00	32,503.76	232,543.04	293,973.96	44	242,805.66
<b>5751</b>	<b>Administrative Fees</b>						
5751.001	Administrative Fees Miscellaneous	4,358.00	376.00	1,251.00	3,107.00	29	526.52
<b>5751 - Administrative Fees Totals</b>		<b>\$4,358.00</b>	<b>\$376.00</b>	<b>\$1,251.00</b>	<b>\$3,107.00</b>	<b>29%</b>	<b>\$526.52</b>
5784	Interpreter Services	3,000.00	296.90	780.90	2,219.10	26	560.36
<b>5803</b>	<b>Donated Items</b>						
5803.100	Donated Items Personnel	.00	.00	20,738.90	(20,738.90)	+++	8,390.20
5803.110	Donated Items Mileage	.00	.00	5,831.24	(5,831.24)	+++	4,534.40
5803.300	Donated Items Rent	.00	.00	7,000.00	(7,000.00)	+++	7,000.00
5803.500	Donated Items Nutrition Congregate	.00	.00	28,621.88	(28,621.88)	+++	32,380.58
5803.510	Donated Items Nutrition HDM	.00	.00	55,201.88	(55,201.88)	+++	51,230.63
5803.700	Donated Items Title III-E	.00	.00	29,871.06	(29,871.06)	+++	33,368.60
5803.900	Donated Items Other	.00	.00	22,044.18	(22,044.18)	+++	22,077.55
<b>5803 - Donated Items Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$169,309.14</b>	<b>(\$169,309.14)</b>	<b>+++</b>	<b>\$158,981.96</b>
5850	Contribution	2,000.00	513.35	751.67	1,248.33	38	1,006.41
5905	Lease Payments	8,750.00	.00	3,498.00	5,252.00	40	4,081.00
<b>EXPENSE TOTALS</b>		<b>\$5,108,706.00</b>	<b>\$400,320.72</b>	<b>\$3,010,829.07</b>	<b>\$2,097,876.93</b>	<b>59%</b>	<b>\$2,917,531.77</b>
<b>Department 093 - ADRC Totals</b>		<b>(\$105,046.00)</b>	<b>\$396,710.24</b>	<b>\$931,677.33</b>	<b>(\$1,036,723.33)</b>	<b>-887%</b>	<b>\$1,039,696.94</b>
<b>Fund 900 - ADRC Totals</b>							
<b>REVENUE TOTALS</b>		<b>5,003,660.00</b>	<b>797,030.96</b>	<b>3,942,506.40</b>	<b>1,061,153.60</b>	<b>79</b>	<b>3,957,228.71</b>
<b>EXPENSE TOTALS</b>		<b>5,108,706.00</b>	<b>400,320.72</b>	<b>3,010,829.07</b>	<b>2,097,876.93</b>	<b>59</b>	<b>2,917,531.77</b>
<b>Fund 900 - ADRC Totals</b>		<b>(\$105,046.00)</b>	<b>\$396,710.24</b>	<b>\$931,677.33</b>	<b>(\$1,036,723.33)</b>		<b>\$1,039,696.94</b>
<b>Grand Totals</b>							



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	REVENUE TOTALS	5,003,660.00	797,030.96	3,942,506.40	1,061,153.60	79	3,957,228.71
	EXPENSE TOTALS	5,108,706.00	400,320.72	3,010,829.07	2,097,876.93	59	2,917,531.77
	Grand Totals	(\$105,046.00)	\$396,710.24	\$931,677.33	(\$1,036,723.33)		\$1,039,696.94